

ANNEX E

Models of Address

MILITARY

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Navy and Coast Guard Officers		
Admiral	ADM	Dear Admiral (Surname):
Vice Admiral	VADM	"
Rear Admiral (Upper Half) (USN)	RADM	"
Rear Admiral (Upper Half) (USCG)	RADM	"
Rear Admiral (Lower Half) (USN)	RDML	"
Rear Admiral (Lower Half) (USCG)	RADM (L)	"
Captain	CAPT	Dear Captain (Surname):
Commander	CDR	Dear Commander (Surname):
Lieutenant Commander	LCDR	"
Lieutenant	LT	Dear Lieutenant (Surname):
Lieutenant Junior Grade	LTJG	"
Ensign	ENS	Dear Ensign (Surname):
Chief Warrant Officer	CWO5	Dear Chief Warrant Officer (Surname):
	CWO4	"
	CWO3	"
	CWO2	"
Warrant Officer	WO	Dear Warrant Officer (Surname):

Marine Corps, Air Force and Army Officers

	<u>Marines</u>	<u>Air Force</u>	<u>Army</u>	
General	Gen	Gen	GEN	Dear General (Surname):
Lieutenant General	LtGen	Lt Gen	LTG	"
Major General	MajGen	Maj Gen	MG	"
Brigadier General	BGen	Brig Gen	BG	"
Colonel	Col	Col	COL	Dear Colonel (Surname):
Lieutenant Colonel	LtCol	Lt Col	LTC	"
Major	Maj	Maj	MAJ	Dear Major (Surname):
Captain	Capt	Capt	CPT	Dear Captain (Surname):
First Lieutenant	1stLt	1st Lt	1LT	Dear Lieutenant (Surname):
Second Lieutenant	2ndLt	2nd Lt	2LT	"
Chief Warrant Officer 5	W-5		CW5	Dear Chief Warrant Officer (Surname):
Chief Warrant Officer 4	W-4		CW4	"
Chief Warrant Officer 3	W-3		CW3	"
Chief Warrant Officer 2	W-2		CW2	"
Warrant Officer	W-1		WO1	Dear Warrant Officer (Surname):

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Navy and Coast Guard Enlisted		
Master Chief Petty Officer of the Navy	MCPON	Dear Master Chief (Surname):
Master Chief Petty Officer of the Coast Guard	MCPOCG	“
Master Chief Petty Officer	MCPO	“
Senior Chief Petty Officer	SCPO	Dear Senior Chief (Surname):
Chief Petty Officer	CPO	Dear Chief (Surname):
Petty Officer First Class	PO1	Dear Petty Officer (Surname):
Petty Officer Second Class	PO2	“
Petty Officer Third Class	PO3	“
Airman (includes Apprentice and Recruit)	AA or AA or AR	Dear Airman (Surname):
Constructionman (includes Apprentice and Recruit)	CN or CA or CR	Dear Constructionman (Surname):
Dentalman (includes Apprentice and Recruit)	DN or DA or DR	Dear Dentalman (Surname):
Fireman (includes Apprentice and Recruit)	FN or FA or FR	Dear Fireman (Surname):
Hospitalman (includes Apprentice and Recruit)	HN or HA or HR	Dear Hospitalman (Surname):
Seaman (includes Apprentice and Recruit)	SN or SA or SR	Dear Seaman (Surname):
Marine Corps Enlisted		
Sergeant Major of the Marine Corps	SgtMaj	Dear Sergeant Major (Surname):
Sergeant Major	SgtMaj	“
Master Gunnery Sergeant	MGySgt	Dear Master Gunnery Sergeant (Surname):
First Sergeant	1stSgt	Dear First Sergeant (Surname):
Master Sergeant	MSgt	Dear Master Sergeant (Surname):
Gunnery Sergeant	GySgt	Dear Gunnery Sergeant (Surname):
Staff Sergeant	SSgt	Dear Staff Sergeant (Surname):
Sergeant	Sgt	Dear Sergeant (Surname):
Corporal	Cpl	Dear Corporal (Surname):
Lance Corporal	LCpl	“
Private First Class	PFC	Dear Private First Class (Surname):
Private	Pvt	Dear Private (Surname):

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation</u>
Army Enlisted		
Sergeant Major of the Army	SMA	Dear Sergeant Major (Surname):
Command Sergeant Major	CSM	"
Sergeant Major	SGM	"
First Sergeant	1SG	Dear First Sergeant (Surname):
Master Sergeant	MSG	Dear Master Sergeant (Surname):
Platoon Sergeant	PSG	Dear Sergeant (Surname):
Sergeant First Class	SFC	"
Staff Sergeant	SSG	"
Sergeant	SGT	"
Corporal	CPL	Dear Corporal (Surname):
Private First Class	PFC	Dear Private (Surname):
Private	PVT	"
Specialists (all grades)	SP7, SP6 (etc.)	Dear Specialist (Surname):
Air Force Enlisted		
Chief Master Sergeant of the Air Force	CMSAF	Dear Chief (Surname):
Chief Master Sergeant	CMSgt	"
Senior Master Sergeant	SMSgt	Dear Sergeant (Surname):
Master Sergeant	MSgt	"
Technical Sergeant	TSgt	"
Staff Sergeant	SSgt	"
Sergeant	Sgt	"
Senior Airman	SrA	Dear Airman (Surname):
Airman First Class	A1C	"
Airman	Amn	"
Airman Basic	AB	"
Other Military		
All retired military	(rank) (full name) (USN, USMC, or other branch) (Ret.)* (All Reserve officers add the letter "R" after their branch of service)	Dear (Rank) (Surname):
Chaplain	Chaplain (full name) (rank), USN	Dear Chaplain (Surname):

* When addressing correspondence to a military member and spouse, do not use service affiliation following last name (i.e., Captain and Mrs. James R. Ryan).

CIVILIAN MODELS OF ADDRESS

1. The following examples of civilian models of address, salutation, and complimentary close are used in the preparation of Navy business-format letters. They may be varied depending on circumstances.
2. Use "The Honorable (name)" in the address of Presidential appointees as well as federal and state elected officials. Avoid "The Honorable" in addresses of county and city officials, except for mayors.
3. While positions may be held by men or women, only the titles "Mr." or "Sir" are shown in the examples that follow.
 - a. Use the title "Madam" in the salutation of a letter to a high-level woman diplomat or government official, such as the United States Ambassador to the United Nations. Use the title "Madame" in salutations of letters destined for foreign heads of state or diplomats.
 - b. Substitute the title "Miss" or "Mrs." for "Mr." when addressing a woman by her surname (Mrs. Jones). "Ms." Like "Mr." indicates nothing with regard to a person's marital status. Use "Ms." In the salutation when an incumbent or correspondent has indicated this preference or there is uncertainty about a woman's marital status. Never use "Ms." With a woman's married name, e.g., "Ms. John E. Jones" is incorrect. Use "Mr." with a position or surname if you don't know the addressee's gender and can't find out readily.

15 Jun 2001

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
The White House		
The President	The President The White House Washington, DC 20500-0001	Dear Mr. President: Respectfully yours,
Wife of the President	Mrs. (full name) The White House Washington, DC 20500-0001	Dear Mrs. (surname): Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500-0001	Dear Mr. (surname): Sincerely,
Secretary to the President	The Honorable (full name) Secretary to the President The White House Washington, DC 20500-0001	Dear Mr. (surname): Sincerely,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House Washington, DC 20500-0001	Dear (rank) (surname): Sincerely,
The Vice President		
As Vice President	The Vice President The White House Washington, DC 20500-0001	Dear Mr. Vice President: Sincerely,
As Senate President	The Honorable (full name) President of the Senate Washington, DC 20510-0001	Dear Mr. President: Sincerely,
The Judiciary		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543-0001	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, DC 20543-0001	Dear Mr. Justice: Sincerely,

15 Jun 2001

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Retired Justice	The Honorable (full name) (local address)	Dear Mr. Justice: Sincerely,
Presiding Justice	The Honorable (full name) Presiding Judge (name of the court) (local address)	Dear Mr. Justice: Sincerely,
Judge of a Court	The Honorable (full name) Judge of the (name of court; if a U.S. district court, give district) (local address)	Dear Judge (surname): Sincerely,
Clerk of a Court	Mr. (full name) Attorney at Law (local address)	Dear Mr. (surname): Sincerely,
The Senate		
President pro Tempore	The Honorable (full name) President pro Tempore of the Senate United States Senate Washington, DC 20510-0000	Dear Senator (surname): Sincerely,
Committee Chairman U.S. Senate	The Honorable (full name) Chairman, Committee on (name of committee) United States Senate Washington, DC 20510-0000	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman U.S. Senate	The Honorable (full name) Chairman, Subcommittee on (name of committee) (name of parent committee) OR United States Senate Washington, DC 20510-0000	Dear Senator (surname): Sincerely, Dear Mr. Chairman: Sincerely, (When incoming correspondence is so signed and pertains to subcommittee business)
United States Senator (Washington, DC office)	The Honorable (full name) United States Senate Washington, DC 20510-0000 OR	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) United States Senator (local address)	Dear Senator (surname): Sincerely,

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Senator, Majority (or Minority) Leader (Washington, DC office)	The Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510-0000 OR	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Majority (or Minority) Leader United States Senate (local address)	Dear Senator (surname): Sincerely,
United States Senator-elect (Washington, DC office)	The Honorable (full name) United States Senator-elect United States Senate Washington, DC 20510-0000 OR	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	Mr. (full name) United States Senator-elect (local address, if given)	Dear Mr. (surname): Sincerely,
Office of a deceased Senator	Mr. (Secretary's full name, if known) Secretary to the Late Honorable (full name) United States Senate Washington, DC 20510-0000	Dear Mr. (surname): Sincerely,
Former Senator	The Honorable (full name) (local address)	Dear Senator (surname): Sincerely,
Secretary of the Senate	The Honorable (full name) Secretary of the Senate Washington, DC 20510-0000	Dear Mr. (surname): Sincerely,
Secretary or Administrative Assistant to a Senator	Mr. (full name) Secretary/Administrative Assistant to the Honorable (full name) United States Senate Washington, DC 20510-0000	Dear Mr. (surname): Sincerely,
House of Representatives		
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515-0000	Dear Mr. Speaker: Sincerely,

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Committee Chairman	The Honorable (full name) Chairman, Committee on (name of committee) House of Representatives Washington, DC 20515-0000	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name of subcommittee) (name of parent committee) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely, OR Dear Mr. Chairman: Sincerely, (When incoming Correspondence is so signed and pertains to subcommittee business)
United States Representative (Washington, DC office)	The Honorable (full name) House of Representatives Washington, DC 20515-0000 OR	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Member, United States House of Representatives (local address)	Dear Mr. (surname): Sincerely,
Representative-elect (Washington, DC office)	The Honorable (full name) Representative-elect House of Representatives Washington, DC 20515-0000 OR	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	Mr. (full name) Representative-elect (local address, if given)	Dear Mr. (surname): Sincerely,
Office of a deceased Representative	Mr. (Secretary's full name, if known) Secretary to the Late Honorable (full name) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely,
Former Representative	The Honorable (full name) (local address)	Dear Mr. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely,

Addressee

Letter and Envelope

Salutation and
Complimentary Close

Delegate of the District
of Columbia

The Honorable (full name)
House of Representatives
Washington, DC 20515-0000

Dear Mr. (surname):
Sincerely,

Legislative Agencies

Comptroller General
(Head of the General
Accounting Office)

The Honorable (full name)
Comptroller General of the
United States
Washington, DC 20548-0000

Dear Mr. (surname):
Sincerely,

Public Printer (Head of the
U.S. Government
Printing Office)

The Honorable (full name)
U.S. Government Printing Office
Washington, DC 20401-0000

Dear Mr. (surname):
Sincerely,

Librarian of Congress

The Honorable (full name)
Librarian of Congress
Washington, DC 20540-0000

Dear Mr. (surname):
Sincerely,

Executive Departments

Members of the Cabinet
(if addressed as "Secretary")

The Honorable (full name)
Secretary of (name of department)*
Washington, DC 00000-0000

Dear Mr. Secretary:
Sincerely,

Attorney General (Head of the
Department of Justice)

The Honorable (full name)
Attorney General
Washington, DC 00000-0000

Dear Mr. Attorney General:
Sincerely,

Under Secretary of a Department

The Honorable (full name)
Under Secretary of (name of
department)
Washington, DC 00000-0000

Dear Mr. (surname):
Sincerely,

Deputy Secretary of a Department

The Honorable (full name)
Deputy Secretary of (name of
department)
Washington, DC 00000-0000

Dear Mr. (surname):
Sincerely,

Assistant Secretary of a Department

The Honorable (full name)
Assistant Secretary of
(name of department)
Washington, DC 00000-0000

Dear Mr. (surname):
Sincerely,

* Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of Housing and Urban Development, Secretary of Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

15 Jun 2001

AddresseeLetter and EnvelopeSalutation and
Complimentary Close**Independent Organizations**Director, Office of Management
and BudgetThe Honorable (full name)
Director, Office of Management
and Budget
Washington, DC 20503-0000Dear Mr. (surname):
Sincerely,Head of a Federal Agency,
Authority, or BoardThe Honorable (full name)
(title), (name of agency)
Washington, DC 00000-0000Dear Mr. (surname):
Sincerely,Head of a major organization
within an agency (if appointed
by the President)The Honorable (full name)
(title) (organization)
(name of agency)
Washington, DC 00000-0000Dear Mr. (surname):
Sincerely,

President of a Commission

The Honorable (full name)
President, (name of commission)
Washington, DC 00000-0000Dear Mr. (surname):
Sincerely,

Chairman of a Commission

The Honorable (full name)
Chairman, (name of commission)
Washington, DC 00000-0000Dear Mr. Chairman:
Sincerely,

Chairman of a Board

The Honorable (full name)
Chairman, (name of board)
Washington, DC 00000-0000Dear Mr. Chairman:
Sincerely,

Postmaster General

The Honorable (full name)
Postmaster General
Washington, DC 00000-0000Dear Mr. Postmaster General:
Sincerely,**American Missions**

American Ambassador

The Honorable (full name)
American Ambassador
American Embassy
(city), (country)Sir: (formal)
Dear Mr. Ambassador:
(informal)
Sincerely,American Ambassador
(with military rank)(full rank) (full name)
American Ambassador
American Embassy
(city), (country)Sir: (formal)
Dear (rank) (surname):
(informal)
Sincerely,

American Minister

The Honorable (full name)
American Minister
(city), (country)Sir: (formal)
Dear Mr. Minister: (informal)
Sincerely,

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
American Minister (with military rank)	(full rank) (full name) American Minister (city), (country)	Sir: (formal) Dear (rank) (surname): (informal) Sincerely,
Foreign Government Officials		
Foreign Ambassador in the United States	His Excellency (full name) Ambassador of (country) (local address) 00000-0000	Excellency: (formal) Dear Mr. Ambassador: (informal) Sincerely,
Foreign Minister in the United States	The Honorable (full name) Minister of (country) (local address) 00000-0000	Sir: (formal) Dear Mr. Minister: (informal) Sincerely,
Foreign Charge d'Affaires in the United States	Mr. (full name) Charge d'Affaires of (country) (local address) 00000-0000	Sir: (formal) Dear Mr. Charge d'Affaires: (informal) Sincerely,
State and Local Government		
Governor of a State	The Honorable (full name) Governor of (state) (city), (state) 00000-0000	Dear Governor (surname): Sincerely,
Acting Governor of a State	The Honorable (full name) Acting Governor of (state) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
Lieutenant Governor of a State	The Honorable (full name) Lieutenant Governor of (state) (city), (state) 00000-0000	Dear Governor (surname): Sincerely,
Secretary of State of a State	The Honorable (full name) Secretary of State of (state) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice of the Supreme Court of the State of (state) (city), (state) 00000-0000	Dear Mr. Chief Justice: Sincerely,
Attorney General of a State	The Honorable (full name) Attorney General of the State of (state) (city), (state) 00000-0000	Dear Mr. Attorney General: Sincerely,

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Treasurer, Comptroller, or Auditor of a State	The Honorable (full name) State Treasure (Comptroller or Auditor) of the State of (state) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (state) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
State Senator	The Honorable (full name) (state) Senate (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
State Representative, Assemblyman or Delegate	The Honorable (full name) (state) House of Representatives (Assembly or House of Delegates) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
Mayor	The Honorable (full time) Mayor of (city) (city), (state) 00000-0000	Dear Mayor (surname): Sincerely,
Ecclesiastical Organizations		
Roman Catholic Church		
Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Archdiocese) (local address) 00000-0000	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Archbishop	The Most Reverend (full name) Archbishop of (Archdiocese) (local address) 00000-0000	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,
Bishop	The Most Reverend (full name) Bishop of (diocese) (local address) 00000-0000	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,
Monsignor	The Reverend Monsignor (full name) (local address) 00000-0000	Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,

15 Jun 2001

AddresseeLetter and EnvelopeSalutation and
Complimentary Close

Priest

The Reverend (full name)
(initials of the order, if any,
after name)
(local address) 00000-0000

Reverend Father: (formal)
Dear Father (surname):
(Informal)
Sincerely,

Superior of a Sisterhood

The Reverend Mother
Superior (name of institution)
(local address) 00000-0000

Dear Reverend Mother:
(formal)
Dear Mother (name):
(informal)
Sincerely,

Sister

Sister (full name)
(name of organization)
(local address) 00000-0000

Dear Sister (full name):
Sincerely,

Superior of a Brotherhood

Brother (name)
Superior of (institution)
(local address) 00000-0000

Dear Brother:
Sincerely,

Member of a Brotherhood

Brother (full name)
(name of organization)
(local address) 00000-0000

Dear Brother (full name):
Sincerely,

Protestant Episcopal Church

Bishop

The Right Reverend (full name)
(local address) 00000-0000

Right Reverend Sir: (formal)
Dear Bishop (surname):
(informal)
Sincerely,

Archdeacon

The Venerable (full name)
Archdeacon of (name)
(local address) 00000-0000

Venerable Sir: (formal)
My Dear Archdeacon
(surname): (informal)
Sincerely,

Dean

The Very Reverend (full name)
Dean of (church)
(local address) 00000-0000

Very Reverend Sir: (formal)
Dear Dean (surname):
(informal)
Sincerely,

Canon

The Reverend (full name)
Canon of (church)
(local address) 00000-0000

Reverend Sir: (formal)
My Dear Canon (surname):
(informal)
Sincerely,

Rector

The Reverend (full name)
The Rector of (name)
(local address) 00000-0000

Reverend Sir: (formal)
Dear (Dr. or Mr.) (surname):
(informal)
Sincerely,

15 Jun 2001

<u>Addressee</u>	<u>Letter and Envelope</u>	<u>Salutation and Complimentary Close</u>
Clergy of Other Denominations		
Methodist Bishop	The Reverend (full name) Methodist Bishop (local address) 00000-0000	Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,
Mormon Elder	Elder (or Brother) (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000-0000	Dear Elder (surname): Sincerely,
Presbyterian Moderator	The Moderator of (name) (local address) 00000-0000 OR The Reverend (full name) Moderator of (name) (local address) 00000-0000	My dear Mr. Moderator: (formal) Dear (Dr. or Mr.) (surname): (informal) Sincerely,
Rabbi	Rabbi (full name) (local address) 00000-0000	Dear Mr. (surname): or Dear Rabbi (surname): Sincerely,
Seventh-Day Adventist Elder	Elder (full name) General Conference of Seventh-Day Adventists (local address) 00000-0000	Dear Elder (surname): Sincerely,
Minister, Pastor or Rector (with doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Dr. (surname): Sincerely,
Minister, Pastor or Rector (without doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Mr. (surname): Sincerely,
Eastern Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (local address) 00000-0000	Your Grace: (formal) Dear Bishop: (informal) Sincerely,
Eastern Orthodox Priest	The Reverend (name) (local address) 00000-0000	Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Educational Institutions		
President of a College or University	Dr. (full name) President, (name of institution) (local address) 00000-0000	Dear Dr. (surname): Sincerely,

Addressee

Letter and Envelope

Salutation and
Complimentary Close

Dean of a University
or College

Dean (full name)
School of (name)
(name of institution)
(local address) 00000-0000

Dear Dr. (surname):
("Dear Dean" if without
doctoral degree)
Sincerely,

Professor

Professor (full name)
Department of (name)
(name of institution)
(local address) 00000-0000

Dear Dr. (surname):
("Dear Professor" if without
doctoral degree)
Sincerely,

Other Addressees

An Unmarried Woman

Ms. (or Miss) (full name)
(local address) 00000-0000

Dear Ms. (or Miss) (surname):
Sincerely,

A Married Woman

Ms. (or Mrs.) (husband's
full name)
(local address) 00000-0000

Dear Ms. (or Mrs.) (surname):
Sincerely,

A Woman who is a Widow

Ms. (or Mrs.) (full name)
(local address) 00000-0000

Dear Ms. (or Mrs.) (surname):
Sincerely,

Two or More Unmarried
Women

Mses. (surname) and (surname)
(local address) 00000-0000
OR
Ms. (or Miss) (full name)
and Ms. (or Miss) (full name)
(local address) 00000-0000

Ladies (or Mesdames):
OR
Dear Mses (or Misses)
(surname) and (surname):
Sincerely,

Two or More Men

Messrs. (surname) and (surname)
(local address) 00000-0000
OR
Mr. (full name) and Mr. (full name)
(local address) 00000-0000

Gentlemen:
OR
Dear Mr. (surname) and
Mr. (surname):
Sincerely,